

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T2624 WATER OPERATIONS SUPERVISOR

MONTHLY SALARY: \$5199 to \$6214

#T2625 SENIOR WATER OPERATIONS SUPERVISOR

MONTHLY SALARY: \$5684 to \$6877

APPLICATION FILING PERIOD: FIRST DATE: October 21, 2005

LAST DATE: Open

PROMPT APPLICATION IS ENCOURAGED. Immediate vacancies may be filled when sufficient applicants have been processed. Later applicants will be eligible for employment consideration as future positions MAY become available. **NOTE:** Based upon the number of applications received, the application filing period may close within five days.

NOTE: The current vacancies for the Water Operations Supervisor and the Senior Water Operations Supervisor are at the Otay Water Treatment Plant. The lists established by this recruitment, however, will be used to fill future vacancies that MAY occur at any of the plant locations.

REQUIREMENTS: For each position, you must meet the following requirement(s) on the date you apply, unless otherwise indicated.

CERTIFICATION: Must submit proof of certification at time of application.

Water Operations Supervisor: Possession of a current Grade 4 Water Treatment Operator's Certification issued by the State of California Department of Health Services.

Senior Water Operations Supervisor: Possession of a current Grade 5 Water Treatment Operator's Certification issued by the State of California Department of Health Services.

NOTES:

1. Applicants who have filed to take the State of California Grade 4 or 5 certification examination may apply, but must submit proof of the State's acceptance with the application.
2. Applicants who provide proof of acceptance for the Grade 4 or 5 certification examination will have their names placed inactive on the eligible list and their names will not be certified to the hiring department. If proof of California State certification is submitted to the Personnel Department prior to the expiration of the eligible list, the applicant's status will be changed to active.
3. Current vacancies require 24/7 availability, for which a 5% standby shift differential is paid.

HIGHLY DESIRABLE: Lead/Supervisory experience.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

DUTIES: Water Operations Supervisors assign, instruct, and supervise the work of all plant operating personnel on a shift at the City of San Diego potable water treatment plants: make chemical tests and adjust feeding rates for effective water treatment; read or supervise the reading of meters and gauges; coordinate operating schedules with major repair requirements; keep employee work records; ensure adherence to plant safety procedures; and perform other related duties as assigned.

Senior Water Operations Supervisors plan, assign, and supervise the work of employees in the operation of large potable water treatment plants; direct subordinate supervisors in overseeing the operation of filters, chemical feeders, chlorinators, chemical conveyers, and pumps; ensure the proper treatment of water according to established standards; oversee inspection of plant machinery and equipment to determine the need for repair or maintenance; coordinate operational requirements of the plant with maintenance requirements; maintain stock and requisition materials; enforce safety regulations; maintain records and prepare reports; rate the work performance of subordinates; and perform other related duties as assigned.

HOW TO APPLY: Submit a completed DATA ENTRY FORM and APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments) for the position(s). Please check all positions listed on your application for which you want to apply. On the Data Entry Form you should record only one position; any additional positions you have checked on your application will be automatically added to your file. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the Application/Supplement for applicable education, experience, and/or training. Only those applicants whose qualifications meet the position requirements will be placed on the eligible list(s).

ELIGIBLE LIST: Separate eligible lists will be established for Water Operations Supervisor and Senior Water Operations Supervisor. Candidates who are successful in the screening process described above will be placed on the respective **one category** eligible list(s) which will be used to fill position vacancies during the next **one year**.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is conditional pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SMS/October 21, 2005/Class 1986;1987

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER